

## CLERICAL TECHNICIAN

PURPOSE: To provide clerical and secretarial services.

### FUNCTIONAL AREAS:

1. Provide typing services covered by standard practice or procedure.
  - \* A. Gather, analyze and prepare data for reports.
  - \* B. Arrange materials for typing.
  - \* C. Perform typing of letters, documents, reports, warrants, bills, assessment and bond rolls, schedules, payrolls, permits, agendas, and statistical data from rough drafts, marginal notes or verbal instructions.
  - \* D. Check typewritten materials and correct errors.
2. Maintain office records.
  - \* A. Record and calculate time worked by employees.
  - \* B. Calculate and record figures.
  - \* C. Add items and balance totals.
  - D. Calculate charges, process payments, provide receipts, and make deposits.
  - \* E. Prepare, check, and record invoices, bills, vouchers, and payroll data.
  - F. Check and record statistical data.
  - G. Manage and maintain records of small petty cash accounts.
3. Provide service to the public,
  - \* A. Perform receptionist duties including answering telephones, attending counter, and providing routine information or referring customers to the proper party.
  - \* B. Provide forms and applications to customers.
  - \* C. Distribute documents to other offices.
  - \* D. Provide explanations of legal regulations and procedures.
  - E. Issue licenses and permits according to standard policies.
  - \* F. Arrange committee meetings.
  - \* G. Refer unresolved inquiries to proper officials.
4. Provide general secretarial and clerical services.
  - \* A. Create and maintain files, including comparing, matching, sorting, consolidating, alphabetizing, indexing, filing and retrieving.
  - \* B. Prepare materials for mailing, including addressing, stuffing, sealing, and weighing envelopes.
  - \* C. Maintain inventory records, card indexes, mailing lists, calendars, visible and loose leaf files, manuals and other records.
  - D. Prepare checks, legal descriptions, and statements.
  - \* E. Process mail and other correspondence by receiving, opening, time stamping, checking, registering, distributing, dispatching and filing.
  - \* F. Requisition, maintain, and distribute office supplies and equipment.
  - G. Maintain records of contracts, work reports, and personnel reports; and prepare statements from such records.

- \* H. Operate equipment, including copiers, calculators, adding machines, addressing and transcribing equipment, and computers.

## **JOB REQUIREMENTS**

### Education & Experience Requirements

- † One (1) year of verifiable education and/or experience which demonstrates possession of the knowledge, skills, and abilities listed below.

### Knowledge Requirements

- † A. Knowledge of office methods, procedures, and equipment.  
† B. Knowledge of alphabetizing, indexing, and filing methods.

### Skill Requirements

- † A. Skill in typing from clear copy at a rate of not less than 40 net words per minute.

### Ability Requirements

- A. Ability to learn to transcribe.  
† B. Ability to spell correctly and to use proper grammar.  
† C. Ability to make comparisons and computations quickly and accurately.  
† D. Ability to understand and carry out oral and written instructions.  
† E. Ability to establish and maintain effective working relationships with supervisors, co-workers, and the general public.  
F. Ability to understand questions and to provide clear, satisfactory explanations.

\* Essential functions of the job

† Job requirements necessary on the first day of employment

Anlst: JA	Date:
Union: Basic	Pay: 120
CSB: 19951003	
CC: 19951106	Res: 95-0978R